

14 February 1977

MEMORANDUM FOR: DDI Records Management Officer

FROM : [REDACTED]
OCR Records Management Officer

SUBJECT : Proposed [REDACTED]

1. Paragraph 5.d. of the proposed Notice should be amplified and the phrase "convenience of reference" clarified. The Document Services Branch maintains the basic file of intelligence documents on behalf of the Agency as a central reference function. As part of this collection the temporary records received from non-CIA sources should be specifically exempted from the provisions of [REDACTED]. Further, administrative files contain courtesy copies of memoranda that are held for two or three years and then purged. I assume this can continue but the first instruction under Form 141C says that before destroying "any" record, an office custodian must follow the step-by-step procedures. If these procedures are taken at face value the number of forms to be processed will soon overwhelm the system. See attachment for a memorandum from the Chief, Information Services Group, OCR, containing comments and a proposed revision re paragraph 5.C.

2. In general the wording is too technical and the procedures too cumbersome for anyone outside of the Records Management Field. Most CIA employees to whom the Notice is directed in the first paragraph will not understand it. In its present form the Notice might be useful to unit records officers but a much simpler general policy for all employees is needed.

3. Paragraph 5 is not really a summary. Several elements and procedures are introduced and discussed for the first time, e.g., the role of the Senate Select Committee on intelligence and the House Select Committee on assassinations. Assuming approval of the Records Control Schedules the procedure outlined in paragraph 5.C. seems unnecessarily bureaucratic.

Attachment: A/S

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